

# Springdale Fire Department

## Policy & Procedures Manual

### Volume 1 – Administrative Policy

#### Section 103.3 – Knox Boxes and Knox Key Security

The purpose of Knox box system is to gain emergency access into commercial buildings by providing a secure source for containing building keys. The use of Knox padlocks provides for emergency access into secure gated areas such as the Springdale Municipal Airport.

All SFD Personnel are responsible to ensure that Knox keys are accounted for at all times, as the security of Knox keys is of the utmost importance. Knox keys are magnetically secured in a Knox Company Key Secure device located on designated SFD apparatus. Any time a key is released, every effort should be made to re-secure the key as soon as possible to reduce the potential of an accidental loss of a key and the liability placed on the department and the city.

The following procedures for utilizing Knox keys shall be followed by all SFD Personnel:

- SFD Officers are authorized to release a Knox key by entering the appropriate key release pin code. SFD Personnel assigned to a unit with a Key Secure device shall only release the key when directed by the Officer in charge of their unit, or as any SFD Chief Officer.
- Once a Knox key is released from the Key Secure device it should immediately be used and re-secured back in the device. Building keys accessed from within a Knox box must be re-secured inside the Knox box at the end of the operation (with a building representative present, if possible).
- Immediately after unlocking a Knox padlock, the padlock should be re-positioned and re-locked in a manner to not interfere with access and the Knox key re-secured back in the device.

The Fire Chief shall be notified immediately should the loss or theft of a Knox key occur. An electronic audit trail will be immediately pulled from the key secure device and a police report filed with the Springdale Police Department. SFD Personnel who knowingly misuse or abuse the Knox Key system will be terminated.